

INVITATION TO BID

The City of Cambridge, Massachusetts, the Awarding Authority, invites sealed bids for the project: **Duct Cleaning Services at Various City Buildings.**

Nature and scope of work: **the cleaning of HVAC ductwork at City Hall Annex, Coffon Building, Department of Public Works Buildings, Frisoli Youth Center and the Senior Center according to the most current specifications by the National Air Duct Cleaners Association (NADCA).**

Bidding procedures shall be in accordance with M.G.L. c.30,39M and all other applicable laws.

The estimated project value is: **\$50,000.**

Plans and specifications will be available from 8:30 a.m. to 5:00 p.m., Monday through Friday, at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 from **September 8, 2011** upon deposit of \$ 25.00 for each set in the form of a check made payable to the City of Cambridge. **The deposit will be refunded after the return of the documents in good condition within and no later than the time period set forth in the Instructions to Bidders, whether or not a bid was submitted.**

All questions must be faxed not later than 4:00 PM Wednesday, September 21, 2011 to the Cambridge Purchasing Department at 617-349-4008.

The contract documents may be examined at the Office of the Purchasing Agent, Room 303, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139.

Sealed bids will be received at the Purchasing Department City Hall, 795 Mass. Avenue, Room 303, Cambridge, MA 02139 until **Thursday, September 29, 2011, at 2:00 PM** at which time all bids will be publicly opened and read aloud.

All bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check issued by a responsible bank or trust company made payable to the City of Cambridge or a bid bond, in an amount not less than five percent (5%) of the value of the bid.

The successful general bidder will be required to furnish a Performance Bond and a Labor and Material (Payment) Bond each in the amount of fifty percent (50%) of the contract sum. Bonds shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the City of Cambridge.

The City of Cambridge reserves the right to reject any or all general bids if it is in the public interest to do so.

No less than the prevailing wage rates as set forth in the schedule contained in the Contract Documents must be paid on this project.

Attention is called to the following programs and ordinances of the City of Cambridge:

1. Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program;
2. Minority Business Enterprise Program;
3. Cambridge Employment Plan: minority/women/resident hiring ordinance.
4. Cambridge Responsible Employer Plan.
5. Cambridge Living Wage Ordinance
6. OSHA Certification
7. CORI City Policy

Copies of the above are bound in the bid documents and are fully integral portions of the conditions of the contract with which each contractor and sub-contractor must comply.

A pre-bid conference for all bidders will be held as follows:

Date: **Tuesday, September 20, 2011**
Time: **10:00 AM**
Place: **Simard Building Conference Room**
147 Hampshire Street
Cambridge, MA 02139

Cynthia H. Griffin
Purchasing Agent